

# CITY TREASURER

## MISSION STATEMENT

It is the mission of the City Treasurer's Office to act as the City's receipting and disbursing agent of all public monies in order to maximize the investing of idle funds.

## DESCRIPTION

The City Treasurer's Office is responsible for receiving, disbursing, depositing and investing all public funds for the City, the Redevelopment Agency, the Youth Endowment Services (YES) Fund, the Parking Authority and the Housing Authority.

The primary objective of the City Treasurer's Office is the safekeeping of City funds. Safety, liquidity and yield are always considered (in that order) when investing idle funds.

Monthly reports including cash balances by fund and reconciled bank balances are provided to the City Manager, the City Clerk and the Financial Services Director.

The City Treasurer's Office also provides semi-annual reports indicating the type and amount of investments and deposits, the institutions in which these deposits are made, market values, maturity dates and rates of interest for all outstanding investments, as well as others that matured during the month, to the City Council, the Redevelopment Agency, the Youth Endowment Services (YES) Fund Board, the Parking Authority and the Housing Authority. Monthly reports are provided to the Mayor or his/her designee, City Manager, Financial Services Director, Community Development Director, Burbank Water and Power (BWP) General Manager, Assistant General Manager Finance and Administration-BWP, and members of the Treasurer's Oversight Review Committee.

## CHANGES FROM PRIOR YEAR

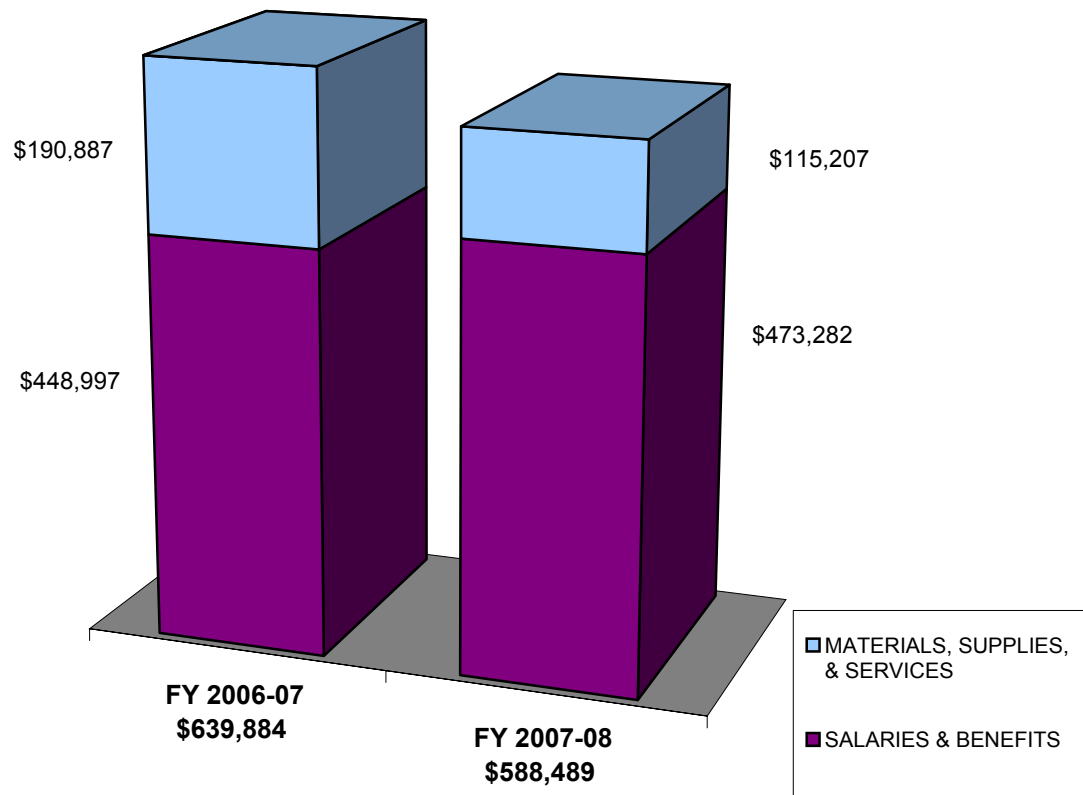
There are no changes for this year.

## DEPARTMENT SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	5,000	5,000	5,000	
<b>Salaries &amp; Benefits</b>	\$ 395,000	\$ 448,997	\$ 473,282	\$ 24,285
<b>Materials, Supplies, Services</b>	92,673	190,887	115,207	(75,680)
<b>TOTAL</b>	<u>\$ 487,673</u>	<u>\$ 639,884</u>	<u>\$ 588,489</u>	<u>\$ (51,395)</u>

# CITY TREASURER

## *Department Summary*



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### **2006-07 WORK PROGRAM HIGHLIGHTS**

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- Average monthly investment portfolio yield for FY 2006-07 projected to be 4.0% and we earned over 4.5%.
- E-Commerce over the Internet for Parks and Recreation Department has increased in volume and is working well.

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### **2007-08 WORK PROGRAM GOALS**

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- The goal for fiscal year end (6/30/08) is to average a monthly investment portfolio yield of 4.75% with continued emphasis on safety and liquidity.
- During this fiscal year, additional departments may be ready to conduct business over the Internet; the City Treasurer's Office will coordinate this for those City departments that are interested.

# CITY TREASURER

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		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2005-06	FY 2006-07	FY 2007-08	PRIOR YEAR
STAFF YEARS		5.000	5.000	5.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 289,931	\$ 323,328	\$ 338,239	\$ 14,911
60012	Fringe Benefits	103,569	124,169	133,543	9,374
60022	Car Allowance	1,500	1,500	1,500	
		<b>395,000</b>	<b>448,997</b>	<b>473,282</b>	<b>24,285</b>
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 11,930	\$ 88,500	\$ 13,500	\$ (75,000)
62300	Special Departmental Supplies	1,527	3,750	3,750	
62310	Office Supplies	1,154	1,665	1,665	
62420	Books & Periodicals	78	325	325	
62440	Office Equip Maint Repair	266	1,500	1,500	
62455	Equipment Rental	903	900	900	
62700	Memberships & Dues	420	440	440	
62710	Travel	2,055	2,500	2,500	
62755	Training	143	725	725	
62895	Miscellaneous	764	1,175	1,175	
NON-DISCRETIONARY					
62220	Insurance	8,966	6,418	6,418	
62470	F533 Office Equip Rental	612	612	612	
62485	F535 Comm Equip Rental	3,223	2,443	2,676	233
62496	F537 Computer Equip Rental	8,508	8,934	8,021	(913)
62830	Bank Service Charges	52,124	71,000	71,000	
		<b>92,673</b>	<b>190,887</b>	<b>115,207</b>	<b>(75,680)</b>
<b>PROGRAM TOTAL</b>		<b>\$ 487,673</b>	<b>\$ 639,884</b>	<b>\$ 588,489</b>	<b>\$ (51,395)</b>

***CITY TREASURER***  
**AUTHORIZED POSITIONS**

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CLASSIFICATION TITLES Full Time	STAFF YEARS 2005-06	STAFF YEARS 2006-07	STAFF YEARS 2007-08	CHANGE FROM PRIOR YEAR
CITY TREASURER	1.000	1.000	1.000	
ASST CITY TREASURER	1.000	1.000	1.000	
TREASURER TECHNICIAN	1.000	1.000	1.000	
ACCOUNT CLERK	1.000	1.000	1.000	
CASHIER	1.000	0.000	0.000	
INTERMEDIATE CLERK	0.000	1.000	1.000	
 TOTAL FULL TIME	 5.000	 5.000	 5.000	
 <b>TOTAL STAFF YEARS</b>	 5.000 (5)	 5.000 (5)	 5.000 (5)	